

Overview

Effective **January 2016** a new document filing option is available in the eFile & eServe system (eFS). Filers in specific court locations (see below) may now file proposed orders in a Word version as well as the required PDF version. All Word versions must have the .docx extension. Word 2007 or newer creates the necessary .docx file format.

This allows the court to electronically route, edit, and sign proposed orders that are submitted via eFS. All filers are encouraged to use this new feature unless otherwise ordered by the court. Use of this option could eliminate the need to submit a Word version of a proposed order by email, allowing all documents to be submitted in one filing transaction.

NOTE: This option is not available to filers using incompatible browsers (e.g., Chrome) to access the html5 eFS platform.

Instructions

When selecting the filing code 'Proposed Order or Document' filers are presented the option to upload a PDF Document and a Microsoft Word Document.

1 Parties 2 Filings 3 Summary

Enter Filing Details

Add Another Filing

Select Filing Code*

Proposed Order or Document

☒ E-File ☐ Service

Filing Description*

Proposed Order or Document

?

Reference Number*

1234

?

Optional Services

Certified Copy (\$16.00)

Civil Filing Fee (\$327.00)

Exemplified Copy (\$16.00)

Jury Fee (\$102.00)

Law Library Civil (\$15.00)

Plain Copy (\$10.00)

Add →

← Remove

Selected Optional Services

Documents ?

PDF Document* ⓘ

Click to Browse

Microsoft Word Document* ⓘ

Click to Browse

Locations and dates

- Rice County: **January 7, 2016**
- Ramsey County Civil Division: **Coming soon**
- Hennepin County Juvenile Division: **Coming soon**
- Morrison County: **Coming soon**
- Scott County: **Coming soon**

For more information please contact your local court administration office or the Minnesota eFile Support Center.